



# Engineering Classes



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D.K.Prajapati (9909057487)

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## SUPERVISOR INSTRUCTOR MATERIAL FOR COMPUTER TRADE

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### ❖ Excel QUESTIONS :-

1. Which symbol must all formula begin with?

- a. =
- b. +
- c. (
- d. @

2. A typical worksheet has .... Number of columns

- a. 128
- b. 256
- c. 512
- d. 1024

3. How many characters can be typed in a single cell in Excel?

- a. 256
- b. 1024
- c. 32,000
- d. 65,535

4. A worksheet can have a maximum of .... Number of rows

- a. 256
- b. 1024
- c. 32,000
- d. 65,535

5. A worksheet range is a

- a. A command used for data modeling
- b. A range of values such as from 23 to 234
- c. A group of cells
- d. A group of worksheets

6. Getting data from a cell located in a different sheet is called ...

- a. Accessing
- b. Referencing
- c. Updating
- d. Functioning



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**7. Excel uniquely identifies cells within a worksheet with a cell name**

- a. Cell names
- b. Column numbers and row letters
- c. Column letters and row numbers**
- d. Cell locator coordinates

**8. What is the extension of ms-excel 2007 file?**

- a. DOC
- b. XLS
- c. XLSX**
- d. DOCX

**9. Each excel file is called a workbook because**

- a. It can contain text and data
- b. It can be modified
- c. It can contain many sheets including worksheets and chart sheets**
- d. You have to work hard to create it

**10. You can enter which types of data into worksheet cells?**

- a. Labels, values, and formulas**
- b. Labels and values but not formulas
- c. Values and formulas but not labels
- d. Formulas only

**11. You want to track the progress of the stock market on a daily basis. Which type of chart should you use?**

- a. Pie chart
- b. Row chart
- c. Line chart**
- d. Column chart

**12. Without using the mouse or the arrow keys, what is the fastest way of getting to cell A1 in a spreadsheet?**

- a. Press Ctrl +Home**
- b. Press Home
- c. Press Shift + Home
- d. Press Alt + Home



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**13. Text formulas:**

- a. Replace cell references
- b. Return ASCII values of characters
- c. Concatenate and manipulate text**
- d. Show formula error value

**14. Which area in an excel window allows entering values and formulas**

- a. Title bar
- b. Menu bar
- c. Formula bar**
- d. Standard toolbar

**15. Which of the following is the oldest spreadsheet package?**

- a. VisiCalc**
- b. Lotus 1-2-3
- c. Excel
- d. StarCalc

**16. Which of the following is a popular DOS based spreadsheet package?**

- a. Word
- b. Smart cell
- c. Excel
- d. Lotus 1-2-3**

**17. What function displays row data in a column or column data in a row?**

- a. Hyperlink
- b. Index
- c. Transpose**
- d. Rows

**18. A function inside another function is called a ..... function.**

- a. Nested**
- b. Round
- c. Sum
- d. Text

**19. When a formatted number does not fit within a cell, it displays**

- a. #####**
- b. #DIV/0
- c. #DIV@



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**20. Which of the following is concatenating operator?**

- a. Apostrophe (')
- b. Exclamation (!)
- c. Ampersand (&)**
- d. Hash (#)

**21. Red triangle at the top right corner of a cell indicates**

- a. There is an error in the cell
- b. There is a comment associated with the cell**
- c. The font color of the text in cell is red
- d. The cell can't accept formula

**22. How many sheets are there in Excel Workbook by default?**

- a. 2
- b. 3**
- c. 4
- d. 5

**23. Comment put in cells are called**

- a. Smart Tip
- b. Cell Tip**
- c. Web Tip
- d. Soft Tip

**24. Multiple calculations can be made in single formula using**

- a. Standard Formulas
- b. Array Formulas
- c. Complex Formulas**
- d. Smart Formuulas

**25. What is the short cut key insert a new comment in a cell?**

- a. F2
- b. Alt + F2
- c. Shift + F2**
- d. Ctrl + F2

**26. What is the short cut key insert a new worksheet in a work book?**

- a. F11
- b. Alt + F11
- c. Shift + F11**



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**27. which one is the last column header in Excel 2007**

- a. XFD
- b. XFX
- c. XFL
- d. XFT

**28. What is the short cut key to hide entire row?**

- a. CTRL + H
- b. CTRL + R
- c. CTRL + 9
- d. CTRL + -

**29. What is the short cut key to hide entire row?**

- a. CTRL + H
- b. CTRL + R
- c. CTRL + 0
- d. CTRL + -

**30. Clear the content by pressing the "DELETE" key from a keyboard will clear**

- a. Text only
- b. Contents Only
- c. Format Only
- d. Both Contents and format

**31. Which of the following shortcuts can be used to insert a new line in the same cell ?**

- a. Enter
- b. Alt + Enter
- c. Ctrl + Enter
- d. Shift + Enter

**32. What is the shortcut key to insert a current date in a cell ?**

- a. Ctrl + D
- b. Ctrl + T
- c. Ctrl + ;
- d. Ctrl + /



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**33. You can select the current row in MS-Excel worksheet by pressing**

- a. Ctrl + Space bar
- b. F8 + Arrow key
- c. Shift + Arrow key
- d. Shift + Space bar**

**34. You can select the current column in MS-Excel worksheet by pressing**

- a. Ctrl + Space bar**
- b. F8 + Arrow key
- c. Shift + Arrow key
- d. Shift + Space bar

**35. The first cell in Excell worksheet is labeled as**

- a. A4
- b. A1**
- c. Aa
- d. A0

**36. The address of last cell in Ms-excel is**

- a. IV 16384**
- b. ZZ 16384
- c. ZX 8192
- d. ZZ 8192

**37. Which of the following is not similar to MS-Excel?**

- a. Lotus 123
- b. Supercalc
- c. DB2**
- d. VPP3D

**38. Excel uses .....to denote a range of cells ?**

- a. Semicolon
- b. Comma
- c. Colon**
- d. Cell



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**39. Which of the following is produce the correct date and time in MS-Excel?**

- a. Now ()
- b. Time ()
- c. Date ()
- d. All of above

**40. The Last bar of the Excel Screen is called**

- a. Status bar
- b. Menu bar
- c. Tool bar
- d. Both a and b

**41. Which of the following popular dos based Spreadsheet package?**

- a. Word
- b. Smartcell
- c. Lotus 1-2-3
- d. Excel

**42. In Excel ,you can sum a large cell of data by simply selecting a tool button called.....?**

- a. Auto fill
- b. Auto correct
- c. Auto sum
- d. Auto format

**43. The key is used to move one cell to the right in Ms-excel**

- a. Enter
- b. Tab
- c. Page up
- d. Page down

**44. Which of the oldest spreadsheet Package?**

- a. Visicalc
- b. Smartcell
- c. Lotus 1-2-3
- d. Excel



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**45. The minimum and maximum Zoom in ms excel?**

- a. 25,200
- b. 10,400**
- c. 20,500
- d. 10,100

**46. The text and numeric information in excel is called?**

- a. Constant information
- b. Constant value**
- c. Constant text
- d. All of above

**47. .... Function key is used to enter the edit mode ?**

- a. F1
- b. F2**
- c. F3
- d. F4

**48. Ms-excel displays the default paper?**

- a. Flat
- b. Portrait**
- c. Landscape
- d. None of these

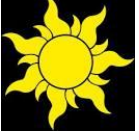
**49. In ms-excel what is the shortcut key for create chart for selected data ?**

- a. F10
- b. F11**
- c. F9
- d. F6

**50. In ms-excel what is the shortcut key for open the formula bar?**

- a. Ctrl + F3
- b. Shift + F3**
- c. Alt + F3
- d. Ctrl + Enter





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**51. In ms-excel what is the shortcut key for open the search box?**

- a. Ctrl + F5
- b. Shift + F5**
- c. Alt + F5
- d. Ctrl + F3

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જે કામ તમે કરી શકતા હો અથવા તેની કલ્પના કરતા હો તો તે કામનો આરંભ કરી દો. સાહસમાં પ્રતિભા , જાદુ અને શક્તિ છે. ફક્ત કામમાં લાગી જાઓ. મનમાં ગતી આવી જશે.આરંભ કરો, કામ સમાપ્ત થઈ જ જશે.